

# INDIANA DEPARTMENT OF CORRECTION

## STAFF DEVELOPMENT & TRAINING

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### EMERGENCY RESPONSE OPERATIONS SPECIALIZED TRAINING



### THIRD QUARTER TRAINING CALENDAR JANUARY - MARCH 2016

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BRUCE LEMMON, COMMISSIONER

NANCY RILEY, EXECUTIVE DIRECTOR, STAFF DEVELOPMENT & TRAINING

RICHARD L. CURRY JR., EXECUTIVE DIRECTOR EMERGENCY RESPONSE OPERATIONS



- **BRUCE LEMMON**,  
*Commissioner*  
Indiana Department of Correction

VISION



STATEMENT

As the model of best correctional practices, we  
strive to return productive citizens to our  
communities and inspire a culture of  
accountability, integrity and professionalism.

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## THIRD QUARTER



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# CORRECTIONAL FACILITIES

## ADULT

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Chain O'Lakes CF	COL
Correctional Industrial Facility	CIF
Edinburgh CF	JCU
Henryville CF	HYC
Indiana State Prison	ISP
Indiana Women's Prison	IWP
Indianapolis Re-entry	IREF
Madison CF	MCU
Miami CF	MCF
New Castle CF	NCF
Pendleton CF	ISR
Plainfield CF	IYC
Putnamville CF	ISF
Reception Diagnostic Center	RDC
Rockville CF	RTC
Heritage Trail CF	FTOP
South Bend Work Release	SBW
Wabash Valley CF	WVC
Westville CF	WCC

## JUVENILE

Camp Summit	SFJ
Logansport Juvenile CF	LJF
Madison Juvenile CF	MJF
Pendleton Juvenile CF	PNJCF

### MISSION



### STATEMENT

We promote public safety by  
providing meaningful  
effective opportunities for  
successful re-entry.

# GENERAL GUIDELINES

## **Program Registration and Cancellation**

Register for classes by contacting your Regional Training Manager, or through established methods at your Facility Training Department. If you are registered for a program, you are expected to attend. Your facility training department should be notified as soon as possible of any cancellations so that others can have the opportunity to attend. If a program is cancelled, registered participants will be notified.

## **Training Classes What To Bring**

The following is a list of items you will need to bring while attending classes: Pen, Pencil, Pad of Paper, Highlighter and Sweater/Jacket.

## **Correctional Training Institute Lodging Registration Procedures**

If you require lodging for Staff Development & Training Programs and Emergency Response Operations, a Request for Lodging Form must be completed and forwarded via e-mail to [SDEORESERVATION@idoc.in.gov](mailto:SDEORESERVATION@idoc.in.gov)

All Participants lodging at CTI must return room keys in the drop off box located near the main entrance, prior to attending the first session, on the last day of the training program.

## **Correctional Training Institute Lodging Items What To Bring**

The following is a list of items you may wish to bring while lodging at CTI: Towels/Washcloths, Facility ID Cards, Alarm Clock, and Personal Hygiene Items (soap, toothpaste/tooth brush, deodorant, etc.)

## **WiFi**

The Correctional Training Institute and the Staff Development Building now have "Wireless Internet".

## **ADA**

We abide by the regulations and requirements of the Americans with Disabilities Act (ADA) and will provide reasonable accommodations to anyone making such request.

## **Emergency Plans**

Emergency Plans are established for the protection of participants, staff and offenders. In the event of an emergency, follow the directions of the classroom instructor, who will implement these procedures.

## **Dress Code**

Participants are expected to follow IDOC Grooming and Dress Policy and Procedure guidelines when attending training programs, unless notified otherwise by training staff.

## **CTI Library**

All participants/staff may access the student library, located on the second floor of the Correctional Training Institute building.

## **Indiana Department Of Correction Policy and Procedures**

Staff shall have an electronic data base access to review all policies/procedures relating to their work assignments.

## **Reflections of Pride IDOC Store**

You may now visit the ROP store at the East Region, Central Region, West Region, North Central Region, and North Region. These stores contain many IDOC items including various types of shirts, sweatshirts, t-shirts, hats, jackets, lanyards, coffee mugs, bags, and other assorted items. Store hours vary. Please visit or contact the store nearest your for their hours. Payment method is only MasterCard & Visa credit/debit card.

# FACILITY PERFORMANCE REVIEWS

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## **Re-Accreditation**

1. **Parole Division:** Mock Audit March 28-29(ACA Audit May 10-11)

## **Program Reviews**

1. **Central Office:** March 14-15, Year 2
  2. **Indianapolis Re-Entry Educational Facility:** March 21-22, Year 2
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## **ACA Conferences:**

January 22-27 New Orleans, LA

# STATE HOLIDAYS



**NEW YEAR'S DAY  
JANUARY 1, 2016**

**MARTIN LUTHER KING JR.  
DAY  
JANUARY 18, 2016**

**GOOD FRIDAY  
MARCH 25, 2016**

Staff Development and Training recently standardized the terminology used for various levels of instructor certification training programs. See below for information regarding the three levels of certifications. In the near future you will be receiving email messages regarding upcoming certification programs, therefore I wanted provide this information to you for clarification.

#### Terminology:

- Master Instructor: This is a person who is certified to train staff to be Instructor Trainers.
- Instructor Trainer: This is a person who is certified to train staff to be instructors.
- Instructor: This is a person who is certified to train staff (end users) in a specific topic.

If you have any questions on the terminology stated above, please feel free to contact your Regional Training Manager or SD&T Management Staff Member.



# STAFF DEVELOPMENT & TRAINING



*-James Basinger,  
Deputy Commissioner of Operations*



*-NANCY RILEY,  
Executive Director Staff Development & Training*



# SD&T STAFF DIRECTORY

CTI Main Phone 765/521-0230

**Nancy Riley SD&T Executive Director**

**765/635-5746**

[nriley@idoc.in.gov](mailto:nriley@idoc.in.gov)

## **SD&T Management Team**

Matt Andrick	Curriculum Development	5002		<a href="mailto:mandrick@idoc.in.gov">mandrick@idoc.in.gov</a>
Kevin Alfont	Program Manager	5013		<a href="mailto:kalfont@idoc.in.gov">kalfont@idoc.in.gov</a>
Mike Minthorn	North Central Region	765-689-8920	ext. 5511	<a href="mailto:mminthorn@idoc.in.gov">mminthorn@idoc.in.gov</a>
Kathy Goen	Central Region	317/839-2513	ext. 1927	<a href="mailto:kgoen@idoc.in.gov">kgoen@idoc.in.gov</a>
Ken Kortum	West Region	765/653-8441	ext. 340	<a href="mailto:kkortum@idoc.in.gov">kkortum@idoc.in.gov</a>
Jennifer Cline	East Region	5012		<a href="mailto:jecline@idoc.in.gov">jecline@idoc.in.gov</a>
Philip Sonnenberg	North Region	219/785-2511	ext. 4142	<a href="mailto:pjsonnenberg@idoc.in.gov">pjsonnenberg@idoc.in.gov</a>

## **SD&T Correctional Trainers**

David Vought	Correctional Trainer	5017		<a href="mailto:dvought@idoc.in.gov">dvought@idoc.in.gov</a>
Charles (Cody) Miles	Correctional Trainer	317-403-8391		<a href="mailto:cmiles@idoc.in.gov">cmiles@idoc.in.gov</a>
Tim Wright	Correctional Trainer	5011		<a href="mailto:twright@idoc.in.gov">twright@idoc.in.gov</a>
Brandon Downey	Correctional Trainer	5004		<a href="mailto:bdowney@idoc.in.gov">bdowney@idoc.in.gov</a>
Jamie Fitch	Correctional Trainer	5006		<a href="mailto:jfitch@idoc.in.gov">jfitch@idoc.in.gov</a>
Cathy Osborne	Correctional Trainer	5008		<a href="mailto:cosborne1@idoc.in.gov">cosborne1@idoc.in.gov</a>
Christopher Meredith	Correctional Trainer	5005		<a href="mailto:CEmeredith@idoc.in.gov">CEmeredith@idoc.in.gov</a>
Dennis Reagle	Correctional Trainer	5030		<a href="mailto:DReagle@idoc.IN.gov">DReagle@idoc.IN.gov</a>

## **Administrative**

Delaura McCorkle	Administrative Assistant	5007		<a href="mailto:DMccorkle@idoc.in.gov">DMccorkle@idoc.in.gov</a>
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## **Housekeeping & Maintenance**

Susan Keever	Housekeeping Team Leader	5043		<a href="mailto:skeever@idoc.in.gov">skeever@idoc.in.gov</a>
Jackie Harris	Housekeeping	5043		
Darren Coy	Maintenance Foreman	5014		<a href="mailto:dlcoy@idoc.in.gov">dlcoy@idoc.in.gov</a>

## **CTI Fax**

Preservice Programs Fax	765/529-6873
Administration/ROP Fax	765/521-0595



# Adult Facility New Employee Training Process Schedule

Phases 1, 2, & 4 are conducted at the employee's home facilities. Phase 3 is conducted at Correctional Training Institute  
Regional Academy Sites: Miami, New Castle, Plainfield, Putnamville, and Westville

**Regional Academy Contact: CTI New Castle - Jennifer Cline (317)452-3722; Miami – Mike Minthorn (574)870-4315;  
Plainfield - Kathy Goen (317)626-3850;  
Putnamville - Ken Kortum (765)655-3582; Westville – Philip Sonnenberg (219)561-3407**

Phase 1	Phase 2	Phase 3 Week 1	Phase 3 Week 2	Phase 4
NEO & Skill Based Training	OJT 2 Weeks	Item: DOC_Preservice1	Item: DOC_Preservice2	CPR/1 <sup>st</sup> Aid/AED & OJT 2 Weeks
Dates:	Dates:	Dates:	Dates:	Dates:
E- January 25-29, 2016 F- February 8-12, 2016 G- March 21-28, 2016 H-April 4-8, 2016 I- May 16-20, 2016 J- May 31-June 6, 2016	E- February 1-12, 2016 F- February 15-26, 2016 G- March 29-April 8, 2016 H- April 11-22, 2016 I- May 23-June 3, 2016 J- June 7-17, 2016	D-January 4-8, 2016  E- February 15-19, 2016 F- February 29-March 4, 2016 G- April 11-15, 2016 H- April 25-29, 2016 I- June 6-10, 2016 J- June 20-24, 2016	C-December 21-January 6, 2016 D- January 11-15, 2016  E- February 22-26, 2016 F- March 7-11, 2016 G- April 18-22, 2016 H- May 2-9, 2016 I- June 13-17, 2016 J- June 27-July 1, 2016	C- January 7-21, 2016 D-January 19-February 4, 2016  E- February 29- March 11, 2016 F- March 14-28, 2016 G- April 25-May 10, 2016 H- May 10-23, 2016 I- June 20-July 5, 2016 J- July 5-19, 2016

**Target Audience:** All new staff working in an “adult” Correctional Facility

**Class Size:** Designated per classroom space and resources

**Location:** Combination: Facility and CTI Regional Academy Sites

**Time:** 8:00 a.m. - 4:30 p.m.

**Training Credit:** 311 hours – Custody Staff / 231 hours – Non Custody

**Synopsis:** The “New Employee Training Process” for staff working in an “Adult Correctional Facility” is designed to provide participants with the foundational knowledge and skills necessary to perform their job duties. Over the course of this program, participants will receive instruction in a variety of environments including: traditional classrooms, field operations, and via distant learning platforms. The “New Employee Training Process” for “Adult Facility” staff consists of four (4) Phases; each Phase is designed to build upon the knowledge and skills learned during the previous phase. Phase 1: is a 40-hour program designed to introduce participants to State Government employment and provide staff with foundational skills for the preservation of property and life. This phase of the program will explore topics, such as Personnel, Payroll, Benefits, Use of Force, Defensive Tactics, Security Skills, and Department of Correction Policies. Phase 2: is an 80-hour program designed to introduce participants to the realities of working in an “Adult Correctional Facility”. During this phase, participants will be assigned to work alongside veteran staff that is certified as Field Training Officers (FTO). Phase 3: is an 80-hour program delivered in a traditional classroom environment. During this phase participant will be introduced to various topics related to; Communication, Constitutional Rights, Administrative Procedures, Mental Health, working with diverse populations, and other statutory programs. Phase 3 is designed to be applicable to all new employees with the Department of Correction. Phase 4: is a 95-hour program where participants finish up the “New Employee Training Process”. This Phase is designed to provide participants with the opportunity to implement the skills and knowledge learned during the entire process, while still under the supervision of experienced veteran Field Training Officers. In total, the “New Employee Training Process” for staff working in an “Adult Correctional Facility” consists of 311 hours of instruction (including e-Learning modules).

# Juvenile Facility New Employee Training Process Schedule

Phases 1, 2 & 5 are conducted at the employee's home facilities. Phase 3 is conducted at the Correctional Training Institute Regional Academy Sites: Miami, New Castle, Plainfield, Putnamville, and Westville. Phase 4 is held at the East Regional Site only.

**Regional Academy Contact:** CTI New Castle - Jennifer Cline (317)452-3722; Miami – Mike Minthorn (574)870-4315;  
Plainfield - Kathy Goen (317)626-3850;  
Putnamville – Ken Kortum (765)655-3582; Westville – Philip Sonnenberg (219)561-3407  
**Juvenile Academy Contacts:** Jennifer Cline (317)452-3722; Mike Minthorn (574)870-4315

Phase 2	Phase 3 Week 1	Phase 3 Week 2	Phase 4	Phase 5
OJT 2 Weeks	Item: DOC_Preservice1	Item: DOC_Preservice2	Item: DOC_MAC Academy	CPR/1 <sup>st</sup> Aid/AED & OJT 2 Weeks
Dates:	Dates:	Dates:	Dates:	Dates:
E- February 1-12, 2016 F- February 15-26, 2016 G- March 29-April 8, 2016 H- April 11-22, 2016 I- May 23-June 3, 2016 J- June 7-17, 2016	D-January 4-8, 2016 E- February 15-19, 2016 F- February 29-March 4, 2016 G- April 11-15, 2016 H- April 25-29, 2016 I- June 6-10, 2016 J- June 20-24, 2016	C-December 30-January 6, 2016 D- January 11-15, 2016 E- February 22-26, 2016 F- March 7-11, 2016 G- April 18-22, 2016 H- May 2-9, 2016 I- June 13-17, 2016 J- June 27-July 1, 2016	A- January 11 – 15, 2016 B- January 25 – 29, 2016 C- February 29 – March 4, 2016 D- March 14 – 18, 2016 E- April 25 – 29, 2016 F- May 16 – 20, 2016 G- June 20 – 24, 2016 H- July 11 – 15, 2016	A- Jan. 7-8; Jan.19 – Feb. 1, 2016 B- Jan. 19-22; Feb. 1 – 19, 2016 C- March 7 – 22, 2016 D- March 21 – April 6, 2016 E- May 2 – 19, 2016 F- May 10-13; May 23 – June 2, 2016 G- June 27 – July 14, 2016 H- July 5-8; July 18 – 28

**Target Audience:** All staff working in a Juvenile Facility.

**Class Size:** Designated per classroom space and resources

**Location:** Facilities and CTI Regional Academy Sites

**Time:** 8:00 a.m. - 4:30 p.m.

**Training Credit:** 351 hours – Custody Staff / 271 hours – Non Custody Staff

**Synopsis:** The "New Employee Training Process" for staff working in a Juvenile Correctional Facility is designed to provide participants with the foundational knowledge and skills necessary to perform their job duties. Over the course of this program, participants will receive instruction in a variety of environments including: traditional classrooms, field operations, and via distant learning platforms. The "New Employee Training Process" for "Juvenile Facility" staff consists of five (5) Phases; each Phase is designed to build upon the knowledge and skills learned during the previous phase. Phase 1: is a 40-hour program designed to introduce participants to State Government employment and provide staff with foundational skills for the preservation of property and life. This phase of the program will explore topics, such as Personnel, Payroll, Benefits, Use of Force, Defensive Tactics, Security Skills, and Department of Correction Policies. Prior to moving to Phase 2, participants must successfully complete all training requirements in Phase 1; including all e-Learning modules. Phase 2: is an 80-hour program designed to introduce participants to the realities of working in a "Juvenile Correctional Facility". During this phase, participants will be assigned to work alongside veteran staff that is certified as Field Training Officers (FTO). Phase 3: is an 80-hour program delivered in a traditional classroom environment. During this phase participant will be introduced to various topics related to; Communication, Constitutional Rights, Administrative Procedures, Mental Health, working with diverse populations, and other statutory programs. Phase 3, is designed to be applicable to all new employees with the Department of Correction. Prior to moving to Phase 4, participants must successfully complete all training requirements in Phase 3; including all e-Learning modules. Phase 4: is a 40-hour program designed to introduce participants to "juvenile" specific topics, such as: Administrative Procedures, Adolescent Behaviors, Mental Health, Trauma Informed Care, Supervising High Risk and Sex Offender Students, as well as, other topics related to incarcerated youth. Phase 5: is a 95-hour program where participants finish the "New Employee Training Process". This Phase is designed to provide participants with the opportunity to implement the skills and knowledge learned during the entire process, while still under the supervision of experienced veteran Field Training Officers. In total, the "New Employee Training Process" for staff working in a "Juvenile Correctional Facility" consists of 351 hours of instruction (including e Learning).

# Parole Division New Employee Training Process Schedule

Phases 1, 2 & 5 are conducted at the District Office. Phases 3 is conducted at the Correctional Training Institute

Regional Academy Sites: Miami, New Castle, Plainfield, Putnamville, and Westville.

Phase 4 is conducted at the Correctional Training Institute at the East regional Site Only.

Regional Academy Contact: CTI New Castle - Jennifer Cline (317)452-3722; Miami – Mike Minthorn (574) 870-4315; Plainfield - Kathy Goen (317) 626-3850;

Putnamville - Ken Kortum (765)655-3582; Westville – Philip Sonnenberg (219)561-3407.

Parole Academy Contacts: Kathy Goen (317) 626-3850; Ken Kortum (765) 655-3582; Chris Tanis (219) 730-7060

Phase 1	Phase 2	Phase 3 Week 1	Phase 3 Week 2	Phase 4	Phase 5
NEO & Skill Based Training	OJT 2 Weeks	Item: DOC_Preservice1	Item: DOC_Preservice2	Parole Academy	CPR/1 <sup>st</sup> Aid/AED & OJT 2 Weeks
Dates:	Dates:	Dates:	Dates:	Dates:	Dates:
				March 7-11, 2016	Phase 5 will be implemented on the time period after they have completed Phase 1-3 before Phase 4 or after Phase 4. All five Phases must be completed prior to working unsupervised around Parolees.

**Target Audience:** All new staff working in Parole Services

**Class Size:** Designated per classroom space and resources

**Location:** Combination: Parole District and CTI Regional Academy Sites

**Time:** 8:00 a.m. - 4:30 p.m.

**Training Credit:** 253 hours

**Synopsis:** The “New Employee Training Process” for Parole employees is designed to provide participants with the foundational knowledge and skills necessary to perform their job duties. Over the course of this program, participants will receive instruction in a variety of environments including: traditional classrooms, field operations, and via distant learning platforms. The “New Employee Training Process” for Parole staff consists of five (5) Phases; each Phase is designed to build upon the knowledge and skills learned during the previous phase. Phase 1: is a 40-hour program designed to introduce participants to State Government employment and provide staff with foundational skills for the preservation of property and life. This phase of the program will explore topics, such as Personnel, Payroll, Benefits, Use of Force, Defensive Tactics, Security Skills, and Department of Correction Policies. Prior to moving to Phase 2, participants must successfully complete all training requirements in Phase 1; including all e-Learning modules. Phase 2: is an 80-hour program designed to introduce participants to the realities of working as a Parole Agent with the Indiana Department of Correction. During this phase, participants will be assigned to work alongside veteran Parole Agents who are certified as Field Training Officers (FTO). Phase 3: is an 80-hour program delivered in a traditional classroom environment. During this phase participant will be introduced to various topics related to; Communication, Constitutional Rights, Administrative Procedures, Mental Health, Working with Diverse Populations, and other statutory programs. Phase 3 is designed to be applicable to all new employees with the Department of Correction. Prior to moving to Phase 4, participants must successfully complete all training requirements in Phase 3; including all e-Learning modules. Phase 4: is a 40-hour program designed to introduce participants to Parole specific topics, such as: Administrative Procedures, Case Management, Parolee Supervision, Parole Board, and other topics related to the Parole Services Division. Phase 5: is a 95-hour program where participants finish up the “New Employee Training Process”. This Phase is designed to provide participants to implement the skills and knowledge learned during the entire process, while still under the supervision of experienced veteran Field Training Officers. During this phase, staff will work in the field doing the Job of a Parole Agent. In total, the “New Employee Training Process” for new Parole staff consists of 351 hours of instruction (including e-Learning modules).

# LEADERSHIP COURSES

## THE D.O.C. SUPERVISORY PROGRAM

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Staff Development & Training is proud to announce the implementation of The D.O.C. Supervisory Program. This three tier program is designed to enhance the skills and knowledge needed to be an effective supervisor in the ever changing correctional environment. While each program targets a unique audience, overall the program is a building block process.



The three tiers of the program consist of:

**D**EVELOPING PROFESSIONAL EMPLOYEES

**O**PTIMIZING HEIGHTENED EFFECTIVENESS

**C**ONQUERING MAXIMUM EFFICIENCY

# **THE D.O.C. SUPERVISORY PROGRAM**

## **DEVELOPING PROFESSIONAL EMPLOYEES**

### **COURSE DESCRIPTION:**

This supervisory training course is part of a continuous learning process for Indiana Department of Correction supervisors. This course provides a foundation of skills and knowledge to build upon. "Developing Professional Employees" introduces the new supervisor to potential challenges he/she may incur as well as present a building block process to address those challenges in a professional manner.

### **TARGET AUDIENCE:**

"Developing Professional Employees" supervisory training course is the foundation in the supervisory training process. This course is designed to address a target audience of newly promoted supervisors with less than one (1) year supervisory experience.

### **PREREQUISITE:**

Successful completion of the CBT "Developing Professional Employees" is a pre-requisite to attend this course.

### **Dates:**

**Correctional Training Institute**

March 8-10, 2016

### **Times:**

8:00 a.m. till 4:30 p.m.

### **Location:**

Correctional Training Institute

### **Class size:**

Minimum 10 / Maximum 24

Please contact [CEMeredith@idoc.IN.gov](mailto:CEMeredith@idoc.IN.gov) or at 765-521-0230 ext. 5005 with any questions regarding Developing Professional Employees.

# **THE D.O.C. SUPERVISORY PROGRAM**

## **OPTIMIZING HEIGHTENED EFFECTIVENESS**

### **COURSE DESCRIPTION:**

Optimizing Heightened Effectiveness is part of the continuous learning process for supervisors. This program provides additional skills and knowledge to those already learned. Optimizing Heightened Effectiveness introduces the supervisor to potential challenges he/she may face; as well as present a building block process to address those challenges in a professional manner.

### **TARGET AUDIENCE:**

Optimizing Heightened Effectiveness supervisory training course is a required continuation in the supervisory training process. This course is designed to follow "Developing Professional Employees" and address a target audience of current supervisors with 2-5 years experience.

### **PREREQUISITE:**

Successful completion of the CBT "Optimizing Heightened Effectiveness" is a pre-requisite to attend this course.

### **Dates:**

**Correctional Training Institute**  
March 22-24, 2016

### **Times:**

8:00 a.m. till 4:30p.m. each day

### **Location:**

Correctional Training Institute

### **Class size:**

Minimum 10 / Maximum 24



Please contact [Dvought@idoc.IN.gov](mailto:Dvought@idoc.IN.gov) or at 765-521-0230 ext. 5017 with any questions regarding Optimizing Heightened Effectiveness.



# **THE D.O.C. SUPERVISORY PROGRAM**

## **CONQUERING MAXIMUM EFFICIENCY**

### **COURSE DESCRIPTION:**

This supervisory training course is part of a continuous learning process for Indiana +developing professionally as a mid-manager in a supportive and challenging learning environment. This course is essential in developing the skills and knowledge needed to function in a mid-management position and to increase the accountability and effectiveness of our mid-managers.

### **TARGET AUDIENCE:**

“Conquering Maximum Efficiency”, supervisory training course is a required continuation in the supervisory training process. This course is designed to follow “Developing Professional Employees” and “Optimizing Heightened Effectiveness” and address a target audience of current supervisors with 5-10 years experience.

### **PREREQUISITE:**

Successful completion of the CBT, “Conquering Maximum Efficiency”, is a pre-requisite to attending this program.

### **Dates:**

March 1-3, 2016

### **Times:**

8:00 a.m. till 4:30 p.m. each day

### **Location:**

Correctional Training Institute

### **Class size:**

Minimum 10 / Maximum 24



Please contact [JFitch@idoc.IN.gov](mailto:JFitch@idoc.IN.gov) or at (765) 521-0230 Ext. 5006 with any questions regarding Conquering Maximum Efficiency.



# CERTIFICATION PROGRAMS

<b>COURSE</b>	<b>Indiana Risk Assessment System (IRAS)</b> Contact: Brandon Downey 765/521-0230 ext. 5004	
	<b>Date</b> March 9-10 <sup>th</sup>	<b>Location</b> Correctional Training Institute
<b>Target Audience:</b>	Adult Facility Case Managers and Counselors	
<b>Class Size:</b>	30 Participants	
<b>Time:</b>	8:00a.m. - 4:00p.m.	
<b>Training Credit Hours:</b>	15 Hours	
<b>Synopsis:</b>	<p>The IRAS Training is a two day training that will cover the basics of implementing the statewide risk and needs assessment tools. End users will go through a certification process at the end of day two prior to being authorized to use the tools. IDOC Staff will be focusing on the Prison Intake and Reentry Tools, but the training will cover the basics for all tools in the system.</p> <p>The IRAS is an integrated set of tools that will be utilized by all criminal justice agencies.</p>	



## What is GoToMeeting?

**GoToMeeting allows you to Present, Demonstrate, Collaborate, Train, and so much more!**

- ◆ GoToMeeting is a Web conferencing tool that allows you to meet online rather than in a conference room. It's the easiest and most cost-effective way to organize and attend online meetings. It enables others to view any application running on your PC in real time. With the flexibility to meet in person or online, you'll be able to do more and travel less.
- ◆ In other words, GoToMeeting will allow you to meet online with up to 25 others to share information, documents, presentations, etc.

**If you can see it on your computer, you can share it!**

## What is a Webinar?

A Webinar, or "Web seminar," is an online event designed to facilitate communication between a small number of presenters and a large remote audience using the Internet.

Webinars reach audiences more effectively than regular in-person events because there is no need to plan travel or reserve conference space.

GoToWebinar will allow you to meet online with up to 1,000 others to share information, documents, presentations, etc.

Once again, if you can see it on your computer, you can share it!

## Using GoToWebinar

- Please send all Webinar request to [webinarrequest@idoc.in.gov](mailto:webinarrequest@idoc.in.gov)
- (If you have any questions regarding a webinar, please send them to this address as well.)
- Once your request has been received, one of our Administrators will contact you to set up your webinar.

Computer Based Training offers many benefits to Indiana Department of Correction staff.

CBT allows staff to move through training at his/her own pace. CBT can be utilized in any location that has access to the State's PeopleSoft database; this location may be at a facility or at most computers with access to the Internet.

Currently, the Department is using CBT for portions of the Annual In-Service Training Program and for specialized training opportunities for staff.

Users are required to log onto PeopleSoft using their Username ID and PeopleSoft password. The Department's Annual In-Service Computer Based Training program is offered via the PeopleSoft Enterprise Learning Management (ELM) System. Each module is completed in the order it is presented and must be successfully completed to finalize the CBT portion of Annual In-Service Training. Upon completion, the system will automatically grade each module and provide the staff member with a Certificate of Completion, if desired.

Additional Computer Based Training Modules are being developed to replace, revise or add to current curriculums. Many of these modules will be refresher course material to enhance skill-based training, or are leadership and career development oriented.

Note to Users: Internet explorer is the only approved web browser for computer based training. All others such as Firefox, Google, Chrome, Safari etc., will cause malfunctions with your training. Also, in order to complete a module, you must click the finish or exit button. Do not click the red "x" in the upper right hand corner.

# COMPUTER BASED TRAINING

# EMERGENCY RESPONSE OPERATIONS



**-JAMES BASINGER**  
*Deputy Commissioner of Operations*



**-RICHARD L. CURRY JR.**  
*Executive Director Emergency Response Operations*



# ERO STAFF DIRECTORY

<b>Richard L. Curry Jr.</b>	<b>Executive Director</b>	<b>317/233-4767</b>	<a href="mailto:rcurry@doc.in.gov">rcurry@doc.in.gov</a>
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## Major

Frank Vanihel	Central Office	317-234-1535	<a href="mailto:fvanihel@idoc.in.gov">fvanihel@idoc.in.gov</a>
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## Field Specialists

Ron Allen	Central Office	317-234-2936	<a href="mailto:rcallen@doc.in.gov">rcallen@doc.in.gov</a>
Eric Niccum	Northern Region	765/689-8920	<a href="mailto:eniccum@idoc.in.gov">eniccum@idoc.in.gov</a>
Todd Staton	Central Office	317-234-2936	<a href="mailto:tstaton@idoc.in.gov">tstaton@idoc.in.gov</a>
Marcus Blade	Central Office	317-234-2936	<a href="mailto:mblade@idoc.in.gov">mblade@idoc.in.gov</a>
Mark Christian	Central Office	317-234-2936	<a href="mailto:mchristian@idoc.in.gov">mchristian@idoc.in.gov</a>
Timothy Edmonds	Central Office	317-234-2936	<a href="mailto:tedmonds@idoc.in.gov">tedmonds@idoc.in.gov</a>
Joshua Roe	Central Office	317-234-2936	<a href="mailto:jroe@idoc.in.gov">jroe@idoc.in.gov</a>
Ryan Fairfield	Central Office	317-234-2936	<a href="mailto:rfairfield@idoc.in.gov">rfairfield@idoc.in.gov</a>

# EMERGENCY RESPONSE OPERATIONS

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## CERTIFICATION/RECERTIFICATION

Emergency Response Operations Training is designed to train correctional staff and enhance their ability in disturbance control tactics, hostage situations, crisis intervention and other institutional emergencies.

The Department's Emergency Teams are designed as mission specific teams. These Teams are:



**Special Emergency Response Team (SERT)**

**Emergency Squad (E-Squad)**

**Situation Control (SITCON)**

**Critical Incident Stress Management (CISM)**

**K-9 and**

**Quick Response Team (QRT)**

You may join an Emergency Response Operations Team and take your corrections career to the next level. We have outstanding teams who have been used throughout the State. You have the opportunity to make Indiana prisons safer for staff and offenders, in addition to ensuring the safety of public and communities surrounding our facilities.

# EMERGENCY RESPONSE OPERATIONS TRAINING SCHEDULE

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- January 25-29, 2016      Armory Supervisor Academy    – CTI
- February 8-12, 2016      Juvenile Initial QRT Instructor Academy - CTI

## **JOIN TODAY!**

If you wish to apply for an Emergency Team see your Shift Supervisor, Custody Supervisors, or an ERO Cadre to obtain an application.



# **STAFF DEVELOPMENT & TRAINING**

## **Training Available Upon Request**

ACA Manager Certification  
Adolescent Development  
Adult Personal Protection  
Advanced Crime Scene Protocol  
Advanced Criminal Manipulation  
Advanced Criminal Manipulation Synopsis  
Advanced Security Threat Group  
Advanced Verbal De-escalation  
Attitude, Initiative and Personal Accountability  
Baby Boomers vs. Generation X  
Back to the Basics  
Best Resources  
Building Trust  
Calming the Storm  
Calming the Storm 2  
Career Development  
Case Management  
Cell and Area Practicum  
Child Abuse  
Civil & Criminal Liability  
Classification of Offenders  
Coaching I Workshop  
Coaching II Workshop  
Coaching in Action with Youth  
Coaching Subordinates  
Constitutional Rights of Offenders  
Correctional Policy & Procedure  
Crime Scene Preservation  
Criminal Justice System Overview  
Criminal Manipulation  
Cultural Competency  
Custody Supervisors Training  
Customer Service and Telephone Etiquette





## **SD&T Training Available Upon Request Continued**

Diversity in Corrections  
Dynamic's of a Good Supervisor  
Effective Interaction with Mentally Ill Youth  
Emotional Intelligence  
Ethical Dilemma  
Ethics/Preventing Sexual Harassment  
Field Training Officer Program  
Field Training Officer/On Job Training  
(FTO/OJT) Training for Trainers  
Fostering a Leadership Environment  
Foundations of Leadership  
Hostage Survival  
House Bill 1437  
Indiana Justice Module  
Intermediate Supervisory Leadership Course (ISLC)  
Internal Affairs Academy  
Internal Affairs Workshop  
Juvenile Personal Protection  
Juvenile Suicide Prevention  
Lady Justice: Offender Legal Research Assistant Training  
Leadership Communication  
Leadership Development Competencies  
Leadership Problem Solving & Strategic Thinking  
Leadership Team Building  
Legal Affairs  
Lessons Learned Training  
Managing Multiple Projects  
Mid-Management Leadership Course (MMLC)  
Motivating Myself to Motivate You  
Motivational Interviewing  
Moving on Up!  
Offender Accountability  
Offender/Student Grievances  
Order in the Court

## **SD&T Training Available Upon Request Continued**

Order in the Court: Screening and Hearing  
Officer Certification  
Organizational Change  
Organizational Development Competencies  
Overview of Why Try Program  
Parole 101  
Parole Personal Protection  
Parole Security Skills  
PBS Overview  
Peer Today Boss Tomorrow  
People Management  
Performance Base Standards  
Personal Accountability in a Professional Environment  
Personal Influence and Political Savvy  
PLUS Unit Training  
Presentation Skills/Train the Trainer  
Prison Rape Elimination Act  
Prison Social System  
Problem Solving & Strategic Thinking  
Professional Development Competencies  
Professional Employee Conduct  
Promoting Positive Corrections Culture  
Property Officer Certification  
Property Officer Training  
Re-directing Inappropriate Behavior  
Re-Entry Overview  
Re-Entry Training  
Reinforcing Positive Behavior  
Religious Practices of Offenders  
Report Writing  
Role Models  
Security Skills Lecture and Practicum  
Security Threat Group  
Self-Awareness  
Sexual Harassment Prevention  
Sexual Misconduct  
Sexual Misconduct and Other Unethical Behavior Workshop  
Strategic Shooting with a Camera  
Substance Abuse  
Suicide Prevention Intervention

## **SD&T Training Available Upon Request Continued**

Supervising a Multi Generational Work Force

Supervising High Risk Juvenile Offenders

Supervising High Risk Students

Supervising Juvenile Sex Offenders

T for T for Correctional Management - Foundation

Skills for Trainers

Thinking for a Change

Trauma Informed Care

Understanding and Managing Adolescent Behavior

Use of Force

Video Production Workshop: Editing a Video

Video Production Workshop: Planning a Video

Video Production Workshop: Producing a Video

Working with Female Offenders

Working with Female Offenders Specialized Program

Working with Older Offenders

Working with Sex Offenders

Working with Special Needs Offenders

Workplace Harassment

Workplace Violence

Your Responsibility in Making a Change



**Indiana Department of Correction  
offers the training.  
You get the credit.**

**Your experience may count toward  
your degree.**

Some of your most important learning occurs outside the classroom – often on the job. At University of Phoenix, we can help Indiana Department of Correction employees like you transform your real-world knowledge and training into college credit through Prior Learning Assessment (PLA).

**Earn credit for Indiana Department of  
Correction training.**

Certain Indiana Department of Correction training may qualify for college credit toward degree programs at University of Phoenix. You may be eligible to receive additional credits toward your associate or bachelor's degree for prior training and certificates completed with Indiana Department of Correction.\*

**Earn credit for your experience.**

You may be able to apply additional relevant learning, work and life experiences toward college credits. Qualify by creating a professional training portfolio or writing an experiential learning essay.

Learn more about PLA

See how you can earn college credit for your experience through Prior Learning Assessment.

[phoenix.edu/idoc](https://phoenix.edu/idoc)

866.354.1800

\* Certain states limit cumulative degree program credits awarded through Prior Learning Assessment. PLA credit can only be applied toward undergraduate programs. For details please contact a University of Phoenix representative at 866.354.1800.

University of Phoenix is accredited by the Higher Learning Commission and is a member of the North Central Association ([ncahlc.org](http://ncahlc.org)). The University's central administration is located at 1625 W. Fountainhead Parkway, Tempe, AZ 85282-2371. Online Campus: 3157 E. Elwood St., Phoenix, AZ 85034. Fully accredited by the Indiana Commission for Postsecondary Proprietary Education. AC-0188. Indianapolis Campus: 7999 Knue Rd., Suites 100 & 500, Indianapolis, IN 46250; Northwest Indiana Campus: 8401 Ohio St., Merrillville, IN 46410. For information about University of Phoenix accreditations and licensures, please visit [phoenix.edu/about\\_us/accreditation.html](http://phoenix.edu/about_us/accreditation.html).

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## Learn more.

To learn which Indiana Department of Correction courses may be eligible for credit, visit **[phoenix.edu/idoc](http://phoenix.edu/idoc)** or call 866.354.1800 to speak with a University of Phoenix representative.



## **IDOC Museum Dedication: Reflections of Pride**

NEW CASTLE, INDIANA – The Indiana Department of Correction’s (IDOC) Correctional Training Institute hosted an open house on November 16<sup>th</sup> to celebrate the opening of the “Reflections of Pride: The History of the Indiana Department of Correction Museum.”

The purpose of the museum is to create a repository to share the history of the Indiana Department of Correction with others throughout the state of Indiana. The IDOC currently has 21 adult and 6 juvenile facilities serving Indiana’s 92 counties.

Indiana’s rich correctional history began in 1792, while the state was still a part of the Northwest Territory. Indiana’s penal facilities were then autonomous. The Northwest Territory Prison, a fort-style prison, operated near Lafayette. Another fort-style prison, operated by the French, was located near Vincennes.

Patrons of the museum discovered numerous artifacts of historic interest. Artifacts including books, documents, furniture, ledgers, newspaper articles, photographs, staff uniforms, contraband and hand-made weapons of offenders are on display as a result of donations from Department facilities, IDOC staff and families throughout the state.

Some of the artifacts include the original bell from the prison at Jeffersonville, the original hand-written sentencing decree and intake documents for inmate #1, security and personal protection equipment, and displays of Indiana’s most notorious inmates including John Dillinger and Charles Manson.

Museum visitors were awed by the artifacts, displays and viewing a video history of the Indiana Department of Correction. The museum was filled with laughter, conversation, and occasional silence while over 100 curious patrons stepped back in time.

Bruce Lemmon, Commissioner of the IDOC, noted he was “excited and very impressed by the exhibit of the original Jeffersonville prison, and all the contributions of items from throughout the state.”

For further information or to donate items to the museum, please contact Matt Andrick at 765 521-0230 ext: 5004, or via [IDOCMuseum@idoc.in.gov](mailto:IDOCMuseum@idoc.in.gov)

**CORRECTIONAL TRAINING INSTITUTE**  
**2050 NORTH COUNTY ROAD 50 EAST**  
**NEW CASTLE, INDIANA 47362**  
**765/521-0230 *PHONE***  
**765/521-0595 *FAX***  
**765/529-6873 *FAX***



#### **WEB SITES**

[www.in.gov/indcorrection/divisions/sdt.htm](http://www.in.gov/indcorrection/divisions/sdt.htm)

[www.in.gov/indcorrection](http://www.in.gov/indcorrection)

<http://www.in.gov/indcorrection/reentry/>

<http://isd.state.in.us/spd/training/oatcp.htm>